

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 21, 2009 at 6:00 p.m.** in the **Board Room** of the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, PAUL SCHIERL

EXCUSED: DENISE BELLMORE, TONY THEISEN

ABSENT: CARLA BUBOLTZ

ALSO PRESENT: LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); and SALLY HRONEK, (Presenter)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel, seconded by Pletcher, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the April 16, 2009 meeting minutes stand approved.

There was one change to the May 18, 2009 minutes. The word 'end' was changed to 'bottom' in the 6th paragraph of the OWLSnet section. Motion by LaPlante, seconded by Pletcher, to approve the modified May 18, 2009 minutes. Motion carried.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

Through Northeast WI Technical College's Community & Regional Learning Services Division, Sally Hronek, a NWTC Landscape Horticulture Program student has been working with the Central Library since early 2008 to develop concepts for a re-design of the Central Library's garden as her class project. After meetings with staff, research and information gathering, Sally presented her final project to the Library Board. Her design was created with the following needs of the library in mind: low maintenance; suitable for large groups to accommodate library programs, suitable for individual use; mixed plantings, lighting and irrigation. To support a long-term, sustainable green space, attention was given to materials and products that offered cost-savings and were environmentally friendly, including recycled materials. Sally's PowerPoint demonstrated the before and after of the Wood Memorial Garden should this conceptual plan be implemented. As part of the project, Sally also presented a color manual that provides schematic drawings, plant options, maintenance tips and an irrigation plan. Specific details could be developed by a landscape architect and engineer. Terry asked about the use of the garden and Sue Lagerman replied that the garden area is used for library programming (the annual Summer Reading Program draws over 500 people); water programs for children are conducted in the garden, and many downtown employees and library staff enjoy sitting and reading or having their lunch in this area. There is also the opportunity to partner with local artisans who display their work throughout the downtown area and have their work be used in the garden on a rotating basis.

An estimation of costs, should the library seek out the appropriate professionals to do the work, was distributed. Sally also mentioned that other classes at NWTC could do some of the work. Some work is best left for professionals. Mary Ryan has had some conversations with garden clubs and possible donors.

Paul Schierl asked about possible future changes to the drive-up window and traffic pattern. Bob Rocque has some alternatives to improve the traffic pattern through the parking lot. Kim commented that she liked the plan and thought it complimented the library as a whole. Paul Kegel questioned the expansion of the library and the impact on the garden. Lynn replied that the expansion would be on the Pine Street side and would not affect the garden. Paul Schierl recollected the importance of looking at everything as a whole. Terry agreed and said that the presentation and design was helpful to the conceptual direction and it will be important to plan for this and to know how it will fit in to the

overall plans for the Central Library. Terry thanked Sally for her presentation and the obvious time and careful work she put into her project.

FACILITIES REPORT

Bob Rocque reported that the soffit and fascia installation at the Southwest Branch was complete.

The engineering assessment RFPs also included proposals for energy audits. The County bonding will cover the engineering assessment for the Central Library only and a pre-design by an architect. The energy audit will be conducted at the five county-owned library buildings. Bob, Lynn, Paul Schierl, Kurt Hogarty (B.C. Purchasing), and Nate Curell (B.C. Facilities) have been reviewing the RFPs. The committee had a recommendation of a firm to conduct the engineering assessment and references are being checked. A decision has not yet been made on the energy audit but the committee will meet again next week. **Motion** by Hickey, seconded by Pletcher, to authorize the committee to select a company to conduct the energy audit. **Motion carried.**

Discussion continued on the selection of an architect that specializes in libraries and has library experience. Lynn had asked Bill Dowell if the Library Board can hire who they want and Bill agreed that the library can interview and hire an architect. Paul Schierl stressed the importance of showing that the library can look nice while being efficient and functional. Terry suggested setting up a committee to collect information, set the selection criteria and start the process of seeking out a qualified architect. Pre-selection will be done by the committee with recommendations brought to the Board.

OWLSnet

The Board agreed that the special meeting held on Monday evening with Rick Krumwiede was very insightful and beneficial. Kathy Pletcher was pleased with Rick's honesty and echoed his comment that the Board has the right to join if that is the chosen direction and if it doesn't feel right, than the library shouldn't join. Generally speaking, shared systems are good but there are some things that feel uncomfortable at this time. Kim felt that the collegial attitude and decision-making process was very good and all libraries are protected. Three issues seem to stand out – the compatibility of peripherals, use of a telephone notification system and continuance of the Rental Collection. A letter will be written addressing these issues and sent to Mike Cross (DPI), Rick Krumwiede, (OWLSnet), Mark Merrifield (NFLS) and NFLS member library directors. Paul Schierl noted that it is crucial that we have a clear understanding on these and other issues. He would like the Board to review the table of comparisons that has been worked on by staff. There are options for the Library and all need to be considered. The Board agrees that there should be flexibility in the consortium – particularly where it doesn't affect the other constituents. Kathy Pletcher commented that having a mind set of "all being the same" is not a good system.

GATES GRANT ADDITIONAL PC ALLOCATION

The library is eligible to receive an additional Gates Grant PC with a \$1300 match in 2011(FY). **Motion** by Schierl, seconded by La Plante to approve acceptance of the additional Gates Grant PC. **Motion carried.**

ACCOUNTANT'S REPORT

a. **Financial Report** Lori Denault presented financial report for April, 2009. **Motion** by Kegel, seconded by La Plante to approve the April, 2009 financial report. **Motion carried.**

b. **Acceptance of Gifts Grants and Donations** **Motion** by Kegel, seconded by Pletcher to approve the April, 2009 Gifts, Grants and Donations as follows:

April, 2009

Gifts & Donations

Friends of the Brown County Library	542.37	Ashwaubenon chair
Friends of the Brown County Library	3,340.00	Kress media check
Friends of the Brown County Library	74.97	Pulaski Wii game
Friends of the Brown County Library	(147.91)	SW puppets
John & Rosalie Shier - In Memory of Bock, Naze & Valenti	110.00	Materials
Friends of the Brown County Library	2,635.40	SW bench & PL displays
Ashwaubenon Lioness Club	400.00	Large Print Materials
Ron Meisel	11.00	Library Improvements
Ashwaubenon	31.03	Donation Box
Bookmobile	7.25	Donation Box
East	78.01	Donation Box

Weyers/Hilliard	48.35	Donation Box
Central Circulation	67.47	Donation Box
Kress	17.74	Donation Box
Adult Services	16.38	Donation Box
Pulaski	15.75	Donation Box
Southwest	26.75	Donation Box
Wrightstown	12.70	Donation Box
Total Donations	\$ 7,287.26	

Federal & State Grants

Nicolet Federated Library System

\$ 5,805.00 Database

Total Grants

\$ 5,805.00

Motion carried.

BUDGET

a. **Approval of Strengths, Weaknesses, Opportunities and Threats (SWOTs)** Lynn distributed a draft of the SWOTs (strengths, weaknesses, opportunities and threats) and corresponding narrative. She noted that the landscape plan would be added as another sustainability opportunity. Action steps will be finalized upon approval of the SWOTs. **Motion** by La Plante, seconded by Kegel, to approve the SWOTs for the 2010 budget. **Motion carried.**

b. **Book Budget Allocation** Lynn discussed the recent decision made by the Collection Development Committee to, due to their age, withdraw all world language books except Spanish and Hmong. Demands for other world languages will be assessed through the year to determine if another language is needed. Funds for the Spanish collection will be allocated for language-learning materials; cookbooks; business; repair, home maintenance and similar subjects.

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly Update** John Hickey reported that the audited financial reports are due to the NFLS Board on June 14. Denise is on the personnel committee which will be completing the executive director evaluation. This form was sent to NFLS employees and library directors. John suggested that any comments of particular interest to Brown County could be sent to him or Denise for inclusion in the evaluation. Terry complimented the Brown County representatives for the great job they've done in improving the processes. John responded that the Audit Committee was a big step forward.

PRESIDENT'S REPORT

None.

DIRECTOR'S REPORT

Lynn's report included Representative Kagen's visit and tour at the Central Library; a packet of letters written by children on why they love their library will be sent to Governor Doyle; the SEEDs group is interested in fundraising for solar panels at the Kress Family Branch Library; and comments from the WAPL conference. The Budget Workplan calendar was distributed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Pletcher, seconded by Schierl, to adjourn the meeting. **Motion carried.** The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

June 18, 2009

Weyers-Hilliard Branch Library
2680 Riverview Drive, Green Bay, WI 54313
6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary